

# TILDEN PUBLIC LIBRARY LIED AUDITORIUM RENTAL CONTRACT

The Auditorium is available to individuals and/or groups for private functions, and to non-profit organizations for meeting of an educational, civic, or cultural nature open to the public. The rental fees are: 4 hours or less - \$50; over 4 hours - \$75. Rental of the auditorium will be secured in advance with a \$100 refundable deposit, and authorized signature on this rental contract. The renter assumes responsibility for damages to the auditorium and any equipment used.

GROUP/ FUNCTION NAME: \_\_\_\_\_

REQUESTED USAGE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT PURPOSE: EDUCATIONAL \_\_\_\_\_ CIVIC \_\_\_\_\_ CULTURAL \_\_\_\_\_ PRIVATE \_\_\_\_\_

APROXIMATE MAXIMUM NUMBER OF GUESTS ATTENDING: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

## EQUIPMENT REQUIRED:

# OF 5' ROUND TABLES \_\_\_\_\_ # OF CHAIRS PER TABLE \_\_\_\_\_ (6 MAX PER TABLE)

# OF 8' RECTANGULAR TABLES \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

TABLE CLOTHS: *Table coverings are available for a fee. \$35 for 1 – 10; \$50 for over 10.*

NO \_\_\_\_\_ YES \_\_\_\_\_ (if yes) QTY \_\_\_\_\_

PROJECTOR / SCREEN \_\_\_\_\_ PODIUM W/ WIRELESS MIC \_\_\_\_\_ or STD MIC \_\_\_\_\_ PIANO \_\_\_\_\_

LIBRARY PERSONNEL TO SET UP/TAKE DOWN TABLES & CHAIRS? YES \_\_\_\_\_ NO \_\_\_\_\_

*There will be an additional fee of \$25 for this service*

I certify that I was given and have read the Auditorium use policy, and agree to comply with it.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_